



Office of the City Clerk

Weekly Report – for Week Ending July 25, 2014

OFFICE OF THE CITY CLERK – PROJECTS and STATUS

City Elections - Minimum Wage Ordinance Petition – Staff provided proponents the Official Title and Summary that was prepared by the City Attorney's Office.

City Elections - The Division began recruiting as-needed employees for the 2015 Municipal Elections in early June 2014. As of today, there have been 504 applicants.

Board Elections - An invoice was sent to the Personnel Department for the administration of the Board of Deferred Compensation election.

LAUSD, Board District 1 Runoff Election on August 12, 2014 - As of today, of the 93,525 vote-by-mail ballots issued, 7,008 voted ballots were received. Staff conducted ad hoc/accessibility committee meetings with community organizations.

Publication Hearing Notices - Staff continues to work with City Attorney to determine publication requirements and to identify opportunities and alternatives for reducing publication costs. Staff has also begun conversations with Planning Department regarding environmental publication costs and plans to meet in the next couple of weeks to further discuss.

Council and Public Services:

Number of Ordinances Posted/Published	0
Number of Publications Placed	23
Number of Contracts Attested	24
Number of Council Files Created	63
Number of Claims Received	62
Number of Referrals to Council/Committee	72

Neighborhood and Business Improvement Districts - Staff continue to review Management District Plans, Engineer's Report, and Annual Planning Reports submitted by the required business improvement districts for consistency with their Management District Plans and State law.

Staff transmitted property assessment data for 21 Business Improvement Districts to the County of Los Angeles for inclusion on the property tax rolls for the 2015 assessment year. Renewal letters were mailed to four BIDs.

Staff attended a meeting with the proponent group for the proposed Central Avenue Business Improvement District.

A meeting was held to discuss delinquent State BID assessments and the need for City Attorney assistance.

City Records Offsite Storage Contract - A mandatory pre-proposal meeting for prospective vendors relative to our Request for Proposal (RFP) for an offsite records storage contract was conducted.

Fiscal - Staff met with CAO staff to discuss budget program restructuring as part of our transition to Performance Budgeting.

AB1290/Council - Staff received 7 allocation requests and is in the process of closing out 7 AB1290 contracts, establishing 2 new contracts and processing 7 payment requests.

General City Purposes - Staff received 26 GCP allocation requests, processed 38 invoices for payment, and made revisions to the GCP end of year reversion worksheet.

TOP ITEMS

- **City Records Offsite Storage RFP Bidder's Conference held**
- **Official Title and Summary was provided to the proponents for a minimum wage increase ordinance**



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Personnel - Staff conducted Mental Health and the Socially Supportive Workplace training for the Election Division, held individual meetings with the Deputy Chiefs of Staff for each Council Office regarding updated salary charts and procedures for new hires and exit interviews. Blanket approval from the Managed Hiring Committee for Elections and Systems support staff was received.

ISSUES

No issues to report for this week.

UPCOMING. . .

Claims Against the City Process Improvements - A meeting with City Attorney's Risk Management Advisory Committee is scheduled for August to present our proposal to accept electronic signatures on Claims Against the City.

City Elections - The Special Runoff Election for the Los Angeles Unified School District Board Seat 1 will be held Tuesday, August 12, 2014.

Council in Recess - The City Council is in recess from Thursday July 3, 2014 through July 28, 2014. The first resuming Council Meeting is on Tuesday July 29, 2014.

Publication Hearing Notices - Meeting with Planning Department regarding environmental publication costs.